

MARYLAND CENTER for SCHOOL SAFETY

Weekly Tabletop Exercises

Date:

Facilitator:

Participants:

Which part of your Emergency Plan are you reviewing:

Scenario: During 2nd period a teacher notices that a student who was marked as present during attendance this morning by their homeroom teacher, is not in her class. The teacher calls the front office, and asks the administration for assistance in locating this student. After 20 minutes the student has still not been found. Your school has security cameras on the outside of the building, and as far as you can tell, she has not left the building. You talk to the homeroom teacher to ask how the student appeared this morning, and he informs you that the student did seem kind of sullen and disheveled this morning. What are the steps you will take?

After 1 hour, you find the student under a stairwell, with noise-canceling headphones on, crying, and writing in a journal.

BEFORE	DESCRIBE MAJOR DETAILS ABOUT THE INCIDENT
What are the initial actions?	
Who is involved?	
Who is affected?	
Who is responsible for responding to the situation?	



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DURING	DESCRIBE MAJOR DETAILS ABOUT THE INCIDENT
What additional problems does this cause?	
Is the situation escalating or de-escalating?	
What information do you need?	
Who else needs to know? How will you deliver this information?	

AFTER-ACTION	DISCUSS IMPORTANT DETAILS ABOUT THE INCIDENT
What was the plan?	
What were the strengths? Weaknesses?	
What was learned?	
How do you improve?	

RESOURCES



Visit SchoolSafety.Maryland.gov, go to "Resources", then "Training & Exercise"



CONTACT INFO



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